

MSSA Library Procedures

9.1 PURPOSE: To describe standardized procedures for the operation of the Schools' OES Library. .

9.2 The library will issue and recover the Officer Education System (OES) student and instructor training materials. The issue process shall include, but will not be limited to the following actions:

9.2.1 Prepare student and instructor training and reference material for issue. Material for each student and instructor shall be organized in a box with a copy of the inventory to be used during in-processing.

9.2.2 Issue training and reference material to students and instructors during in-processing. Each student and instructor shall be required to inventory the material and sign a hand receipt to confirm receipt of a complete set. Student training and reference material shall be issued the day prior to the first day of class. Instructor training and reference material shall be issued five days prior to the first day of class.

9.2.3 Recover training and reference material at the conclusion of each student's and instructor's period of instruction. Recovered sets shall be inventoried against the list of requirements and missing materials shall be replaced on the spot from on-hand inventory.

9.2.4 Workload. See TE C.5.13-2, Military School Services Workload. Each student and instructor receives a complete set during in-processing and returns the material during out-processing. Typically, student materials are issued on Sunday prior to class and instructor materials issued on Tuesday prior to the week of instruction.

9.2.5 Performance Standards. Acceptable performance of this task will result in all students receiving a complete set of materials prior to the start of class and instructors receiving a complete set of materials five days prior to the start of class.